



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-017-21 Repost

Title: Planning Associate 1(School/Education Programs) (Two Positions)
Range/Title Code: P26/72630
Salary: \$70,008.56 - \$99,596.69
Position Number: TBD

Issue Date: November 4, 2021
Closing Date: November 18, 2021
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business Services, Office of Fiscal Policy and Planning

Description:

Under the supervision of a supervisory official within the Division of Finance, Office of Fiscal Policy and Planning, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions. Additional job responsibilities may include: performing functions that assist staff with the effective oversight of financial reporting requirements and fiscal policies implemented by approved private schools for the disabled (APSSD); assist staff responsible for the implementation and maintenance of the school-based data collection systems for budget and audit which are currently under development; assist with tasks related to the maintenance of the APSSD Minimum Chart of Accounts; assist with the performance of desk reviews of audited financial statements of APSSDs; assist with tasks related to the collection, maintenance and analysis of APSSD fiscal data used in developing, planning and recommending policy to enable the implementation of state and federal laws and regulations; assist with the provision of technical assistance, verbal and written to school auditors, school management and proprietors, and to department staff regarding APSSD fiscal operations; assist with the development of written correspondence related to concerns of interested parties regarding relevant statute and code; assist with the preparation of the Annual Audit Program for APSSDs for use by independent public accountants; does related work as required.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Administration, Business Administration, Accounting, or a related field.

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

Experience: Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, and auditing. Advanced skills in the use of technology including database, spreadsheets, and word processing is preferred.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website

<https://info.csc.state.nj.us/jobspec/72630.htm>

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward a cover letter and resume electronically to:

resume2@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.